

# ProfileXT Job Analysis Survey

## Instructions

Information gathered by this survey will be used as part of creating a job match pattern for a particular position. As you complete the survey, draw upon your resources such as a written job description and knowledge of and experience in the job. You may want others who are very familiar with the position to complete a survey also.

### INSTRUCTIONS:

As you complete the survey, consider the job itself, not what a person, who does the job, *might* be like.

Use the following definitions to differentiate between the terms “rarely,” “occasionally,” and “frequently.”

**Rarely** – An activity performed infrequently (or not at all) that is not a key part of the job.

**Occasionally** – An activity performed less often, but the activity is a job function.

**Frequently** – An activity performed every day as a primary job function.

To complete the survey, read each statement and relate it to the particular job.

Be realistic. Respond in terms of **acceptable job performance standards, not in terms of a “perfect” employee.**

The results of this survey will be an important part in the development of a Job Match Pattern so it is important to be as accurate as you can!

**Fax Completed Form with Written Job Description**

**To: 1-888-204-4075**

**A Job Analysis Report will be emailed to you after we process the information.**

# theProfileXT

## Job Analysis Survey

Job Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Your Title: \_\_\_\_\_

**Please read the instruction page before completing this survey.**

**The results of this survey will be an important part in the development of a Job Match Pattern so it is important to be as accurate as you can!**

When completing this survey, for each question circle the best descriptor: *Rarely, Occasionally or Frequently.*

**For data entry**

**1      2      3**

- |  |                                |
|--|--------------------------------|
| 1. This job requires the use of a college-level vocabulary .....                         | Rarely Occasionally Frequently |
| 2. This job requires understanding the meanings of words .....                           | Rarely Occasionally Frequently |
| 3. This job requires the use of complex words.....                                       | Rarely Occasionally Frequently |
| 4. This job requires using words to solve problems .....                                 | Rarely Occasionally Frequently |
| 5. This job requires recognizing concepts in common between seemingly unrelated ideas    | Rarely Occasionally Frequently |
| 6. This job requires interpreting complex words .....                                    | Rarely Occasionally Frequently |
| 7. This job requires manipulating numbers .....  | Rarely Occasionally Frequently |
| 8. This job requires the use of numerical calculations .....                             | Rarely Occasionally Frequently |
| 9. This job requires working with numerical formulas .....                               | Rarely Occasionally Frequently |
| 10. This job requires understanding concepts derived from numbers .....                  | Rarely Occasionally Frequently |
| 11. This job requires the interpretation of information from numbers .....               | Rarely Occasionally Frequently |
| 12. This job requires the strategic use of numbers.....                                  | Rarely Occasionally Frequently |
| 13. This job requires acting with a sense of urgency .....                               | Rarely Occasionally Frequently |
| 14. This job requires taking risks in decision-making .....                              | Rarely Occasionally Frequently |
| 15. This job requires taking time for a deliberate and methodical approach .....         | Rarely Occasionally Frequently |
| 16. This job requires dealing with new developments by oneself.....                      | Rarely Occasionally Frequently |
| 17. This job requires being comfortable with others providing the plan of action.....    | Rarely Occasionally Frequently |
| 18. This job requires being comfortable with frequent feedback from the supervisor ..... | Rarely Occasionally Frequently |
| 19. This job requires working in a competitive environment.....                          | Rarely Occasionally Frequently |
| 20. This job requires understanding the details of business processes .....              | Rarely Occasionally Frequently |
| 21. This job requires persuading others.....   | Rarely Occasionally Frequently |
| 22. This job requires working with financial data and/or administrative procedures.....  | Rarely Occasionally Frequently |
| 23. This job requires understanding business systems .....                               | Rarely Occasionally Frequently |
| 24. This job requires being comfortable following standard operating procedures .....    | Rarely Occasionally Frequently |
| 25. This job requires helping others.....  | Rarely Occasionally Frequently |

When completing this survey, for each question circle the best descriptor: *Rarely, Occasionally or Frequently.*

**For data entry**

|          |          |          |
|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> |
|----------|----------|----------|

- |   |        |              |            |
|---|--------|--------------|------------|
| 26. This job requires being actively concerned for the welfare of others.....               | Rarely | Occasionally | Frequently |
| 27. This job requires training or guiding others.....                                       | Rarely | Occasionally | Frequently |
| 28. This job requires scientific and/or technical activities .....                          | Rarely | Occasionally | Frequently |
| 29. This job requires researching information and/or dealing with technical documents ..... | Rarely | Occasionally | Frequently |
| 30. This job requires analyzing data and making hypotheses .....                            | Rarely | Occasionally | Frequently |
| 31. This job requires working with tools and/or mechanical equipment .....                  | Rarely | Occasionally | Frequently |
| 32. This job requires understanding how something mechanical works .....                    | Rarely | Occasionally | Frequently |
| 33. This job requires working outdoors and/or with machinery.....                           | Rarely | Occasionally | Frequently |
| 34. This job requires original and creative thinking.....                                   | Rarely | Occasionally | Frequently |
| 35. This job allows the freedom to be original .....  | Rarely | Occasionally | Frequently |
| 36. This job requires being comfortable in a structured workplace .....                     | Rarely | Occasionally | Frequently |
| 37. This job allows an intuitive approach to problem solving.....                           | Rarely | Occasionally | Frequently |
| 38. This job requires being realistic and practical in making decisions .....               | Rarely | Occasionally | Frequently |
| 39. This job requires being objective in making decisions.....                              | Rarely | Occasionally | Frequently |
| 40. This job requires the ability to motivate oneself.....                                  | Rarely | Occasionally | Frequently |
| 41. This job requires approaching more than one task at a time.....                         | Rarely | Occasionally | Frequently |
| 42. This job requires accepting supervision in setting the pace of work.....                | Rarely | Occasionally | Frequently |
| 43. This job requires taking charge of others.....  | Rarely | Occasionally | Frequently |
| 44. This job requires taking a diplomatic approach with others.....                         | Rarely | Occasionally | Frequently |
| 45. This job requires letting someone else set the direction of activities.....             | Rarely | Occasionally | Frequently |
| 46. This job requires working in isolation.....   | Rarely | Occasionally | Frequently |
| 47. This job requires working as a member of a group.....                                   | Rarely | Occasionally | Frequently |
| 48. This job requires active involvement in interpersonal settings .....                    | Rarely | Occasionally | Frequently |
| 49. This job requires remaining comfortable with organizational constraints .....           | Rarely | Occasionally | Frequently |
| 50. This job allows the questioning of the traditional approach to tasks.....               | Rarely | Occasionally | Frequently |
| 51. This job requires the ability to be comfortable with established routine .....          | Rarely | Occasionally | Frequently |
| 52. This job requires maintaining a vigilant and cautious attitude .....                    | Rarely | Occasionally | Frequently |
| 53. This job requires accepting the motives of others at face value .....                   | Rarely | Occasionally | Frequently |
| 54. This job requires keeping a positive attitude regarding people and outcomes.....        | Rarely | Occasionally | Frequently |
| 55. This job allows for questioning the ideas and plans of others .....                     | Rarely | Occasionally | Frequently |
| 56. This job requires being motivated by a cooperative and harmonious work setting .....    | Rarely | Occasionally | Frequently |
| 57. This job requires being concerned with the needs of others .....                        | Rarely | Occasionally | Frequently |

# Company Information

## Required Information:

Your Name: \_\_\_\_\_ Your Position: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

## Optional Information:

Primary employee concerns: (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Reduce turnover             | <input type="checkbox"/> Reduce drug related problems         |
| <input type="checkbox"/> Hiring the right people     | <input type="checkbox"/> Select top performers                |
| <input type="checkbox"/> Select dependable people    | <input type="checkbox"/> Spend training dollars effectively   |
| <input type="checkbox"/> Enhance Job performance     | <input type="checkbox"/> Succession planning                  |
| <input type="checkbox"/> Better performing teams     | <input type="checkbox"/> Assess management effectiveness      |
| <input type="checkbox"/> Understanding team behavior | <input type="checkbox"/> Develop management effectiveness     |
| <input type="checkbox"/> Reduce theft                | <input type="checkbox"/> Develop world class customer service |
| <input type="checkbox"/> Employee retention          |   |